



The Henry Ford - Dearborn, Michigan

July 30: 9:30 a.m. – 6:00 p.m.

July 31: 9:30 a.m. – 6:00 p.m.

[www.makerfairedetroit.com](http://www.makerfairedetroit.com)

## Maker Manual

It's Maker Manual time! Be sure to review this important information before the end of July. To ensure Maker Faire Detroit runs safely and smoothly all Makers (and their assistants) should be familiar with the manual contents. For returning Makers we have noted changes in red, so be sure to pay close attention to those sections.

Thank you again for your time and dedication, we are excited to see you at Maker Faire Detroit!

### **Maker Faire Detroit Team – Contact Information:**

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General inquiries and requests can be emailed to [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org)

### **Deadlines**

**June 1** – Call for Makers closes

**July 1** – All assistants must be registered for Maker Faire Detroit

**July 15** –

- Submit Safety Plan – General Safety/Fire Safety (if applicable)
- If you are prepping food onsite, please submit appropriate Food Maker Health Department paperwork
- Commercial Maker (or Craft / Local Roots) fee payment due
- **NEW in 2016!** Young Maker waivers and checklist must be submitted

## **Maker Checklist**

- ☐ Read the Maker Manual to help plan your exhibit set-up and learn what to expect at Maker Faire.
- ☐ Add Web banners to your website and email signature to tell your friends and family that you will be at Maker Faire. Help us spread the word! Logo can be found at:  
<http://www.makerfairedetroit.com/media>.
- ☐ Design the look and feel of your table or area for Maker Faire Detroit. Create the best way to demonstrate or showcase your project. Determine what props you will use to decorate your area – i.e. tablecloth, supplies, descriptive signage, etc. to share how you made it and enhance the attendee experience.
- ☐ Think about how to keep your exhibit safe. If your exhibit has any fire or safety issues, please provide the Maker Faire Detroit Team with the Fire/Safety Plan; the form is emailed to makers in advance if required. Please email the completed form to [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org).
- ☐ **NEW in 2016!** For our young makers or groups with Makers/Assistants under 18, you will receive a special checklist and waiver. Please email the completed forms to [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org).
- ☐ How are you going to set things up? If your exhibit is larger than a table and two chairs, please think about your layout and provide a rendering, as it will help us find a good spot for your exhibit. If you require power, please indicate with -X where you would like the power pulled to on your drawing. Send layouts with your Maker number to [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org).
- ☐ Decide if you will need any additional signage (other than the Maker sign we provide) to describe your exhibit or notify attendees of scheduled activities / performances. Determine how you will display it.
- ☐ Start a checklist of all items that you need to bring to Maker Faire Detroit. Think about who will help you set-up, clean up and how to pack for easy load-in and out. Please come to Maker Faire prepared with all that you require for set-up. Plan to set-up your exhibit on Friday. This is the best-case scenario!
- ☐ Determine who will help you with your exhibit on show days. Pre-registered team members working a minimum of four hours at your exhibit will qualify for entrance at Maker Check-in. You will be given a Wristband, valid for entry both days, for you and anyone assisting you with your exhibit. We understand larger projects may require more assistants. For more than six wristbands, you must get prior approval. Extra participants beyond what is approved will need to pay admission to the event. Please email [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org) with special requests.
- ☐ Accommodations: Please refer to the "Tips for Out-of-Towners" section of the manual for hotel options.

## **Contents**

<i>Maker Faire Detroit Team – Contact Information:</i> .....	- 1 -
<i>Deadlines</i> .....	- 1 -
<i>Maker Checklist</i> .....	- 2 -
<i>Maker Faire at a Glance</i> .....	- 4 -
Maker and Exhibit Overview .....	- 4 -
Types of Makers .....	- 4 -
Types of Exhibits .....	- 5 -
Shipping.....	- 5 -
Adding Maker Faire to Your Website and Email .....	- 6 -
<i>Event Details</i> .....	- 6 -
Where: .....	- 6 -
When: .....	- 6 -
Entrance Gate & Parking .....	- 7 -
Check-in, Credentials & Ticketing .....	- 7 -
Load-in .....	- 8 -
During the Event .....	- 8 -
Wrapping Up .....	- 10 -
<i>Severe Weather Plan</i> .....	- 10 -
<i>Exhibit Set-up &amp; Details</i> .....	- 11 -
Safety .....	- 12 -
<i>Tips for Out-of-Towner, Weather Expectations &amp; Hotel Information</i> .....	- 13 -
Maker Faire Detroit Hotel Options and Rates .....	- 13 -
<i>Maker Participation Agreement</i> .....	- 15 -

## **Maker Faire at a Glance**

### ***Maker and Exhibit Overview***

Maker Faire is not designed like any standard trade show or conference — it is a fun, interactive maze of demonstrations, exhibits, workshops, and displays. We have tried to keep it environmentally friendly and simple in design. Just think of the old state fair where everyone arrives with their wares and sets up their exhibit! We have a few different kinds of exhibit areas to accommodate the diversity of projects, and we encourage makers to create their own look and feel!

Outdoor Exhibit Area: Your exhibit space will be located outside in the Maker Midway and will vary in size depending on your requirements. We have a variety of spaces: a few grassy areas but mostly asphalt. We are making every effort to accommodate your power, internet and tenting requests based on the information submitted with your application.

Indoor Exhibit Area: Some of the maker exhibits will be located inside Henry Ford Museum. Your exhibit space will be identified as your assigned area, and you will have the freedom to creatively MAKE your exhibit! The spaces will be subdivided into table top exhibits, 10x8 or 10x16 areas, unless you have stipulated that you need a larger area and/or you will curate your space with an association or a group of makers.

### ***Types of Makers***

Maker: Individuals demonstrate what they make and/or how it works, in an interactive environment.

Maker Groups: A group of makers collaborate to organize a larger exhibit with several exhibitors. We ask that you have one point person to coordinate your group exhibit(s). Group leaders, please be sure everyone assisting with your project knows who you are and how to reach you.

Commercial Maker: Individuals pay a fee to show and demonstrate a product that they make and/or show how it works, in an interactive environment, with the opportunity to sell products. Commercial Maker Fee is \$150 for both days and due by July 15th. Please note, companies or commercial entities do not qualify as Commercial Makers, please ask about Exhibitor opportunities.

Maker with Sponsor Subsidy: From time to time, some makers may receive financial or material support from a company. This support is welcomed; however, there are rules around this level of support. Before you ask to receive sponsorship funds or materials for your maker exhibit, please inform us of your intent by emailing [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org) as full sponsor disclosure is required.

If you, your club and/or maker space obtain approval and sponsor support; you will be able to offer one small sponsor appreciation sign with their logo, 4 inch x 6 inch maximum size, at your exhibit. You will not be able to offer any large brand recognition at Maker Faire or give away sponsor products. If your sponsor would like to upgrade their sponsorship and obtain brand recognition at Maker Faire, please contact us immediately and we would be happy to work with them to accommodate their support in the Maker Movement.

Food Maker: Individuals or groups show and demonstrate food products that they make, in an interactive environment. Note: If you serve samples, only 2oz or less can be given away.

Commercial Food Maker: Individuals pay a fee to show and demonstrate a food product that they make, in an interactive environment, with the opportunity to sell products. Samples 2oz or less can be given away. Commercial Food Makers may sell pre-packaged foods; the Commercial Food Maker fee is \$60 per space for both days due by July 15th. Please note, food companies or commercial food entities do not qualify as Commercial Food Makers.

Ingredients: Food Makers are requested to display a list of ingredients for any tasting so that the audience is informed in case of allergies or food sensitivities.

Health Permits: Food Makers are not required to have a health permit unless they are preparing food onsite. Please email [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org) if you plan to prepare food at Maker Faire.

Craft Faire: An independent craft fair hosted in partnership with Handmade Toledo. Crafters are chosen by a jury of guest judges from the craft community. Participants are selected for their appeal to the aesthetic of the indie craft scene and have innovative approaches to traditional craft forms. The fee to sell as Crafters is \$60.

### ***Types of Exhibits***

Standard: A 10x10 area with a table and two chairs to show what you make.

Activity Area: Hands-on, fun, interactive area that encourages audience participation. Show how to make, do or learn - how to make what you are teaching.

Demonstration Workshop: During a short show-and-tell session, makers demo (and teach) particular skills, techniques, or processes, explaining materials and tools and stepping through a building process, sharing their knowledge, and interacting with the audience. Sessions are less than 30 minutes and may be repeated. Demonstrations will be done in your exhibit area.

Interactive Performance: Makers engage and entertain the attendees, and enable them to interact in a fun way. Performers may be scheduled at a stage or roving through the outdoor exhibit area as a kind of street theatre. Performances can be musical or theatrical, but they can also involve a collaborative building process.

Roaming Exhibits: If you have an exhibit that will roam throughout the outdoor exhibit area during the show, please let us know and we will provide a location to use as a home base for non-roaming activities. If your exhibit needs access to an outlet to be charged, ask us about the charging stations.

Attraction: A wonderful, unusual thing that doesn't fit in to any of the categories above.

### ***Shipping***

If you can guarantee your delivery anytime Monday, July 25th, through Thursday, July 27th, between the hours of 8 a.m. and 3 p.m., direct your delivery with a detailed shipping label that includes all of the following information to:

The Henry Ford  
ATTN: MAKER FAIRE  
Project – Maker Name & Local Phone Number  
20900 Oakwood Blvd.  
Dearborn, MI 48124

Tracking number: Please forward the tracking info to [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org) so we can follow your packages. Please include your name and Maker Number.

Early Shipments: The Henry Ford does not accept freight deliveries in advance of Maker Faire shipping dates. For shipments that may arrive earlier and/or require forklift assistance, please contact the Maker Faire Detroit Team to define an alternative plan.

Return Shipments: Please make appropriate arrangements for a Sunday evening load-out. The Henry Ford and the Maker Faire Detroit Team will not be held responsible for any items left at the site after 9 p.m. on Sunday, July 31, 2016. We recommend that you bring packing tape and shipping labels to the site if you plan to ship materials from your exhibit. We will have a staging area for UPS and FedEx pick up for Monday morning.

## ***Adding Maker Faire to Your Website and Email***

Let the world know that you are an official maker and will be exhibiting at Maker Faire Detroit! Web banners and badges placed on your website will help spread the word about the upcoming Maker Faire. These can be found on our website: <http://www.makerfairedetroit.com/media>.

Like what you see at Maker Faire Detroit? Tell your friends about it!

Event tag: #MakerFaireDetroit

Flickr group page: [flickr.com/groups/makerfairedetroit](http://flickr.com/groups/makerfairedetroit)

YouTube group page: [youtube.com/user/thehenryford](http://youtube.com/user/thehenryford)

Follow us on Twitter: @thehenryford

Become a fan on Facebook: [facebook.com/thehenryford](http://facebook.com/thehenryford) and [facebook.com/MakerFaireDetroit](http://facebook.com/MakerFaireDetroit)

## ***Event Details***

### ***Where:***

The Henry Ford

20900 Oakwood Blvd.

Dearborn, MI 48124

Website: [www.thehenryford.org](http://www.thehenryford.org) or [www.makerfairedetroit.com](http://www.makerfairedetroit.com)

### ***When:***

#### **Open to the Public:**

Saturday, July 30 9:30 a.m. – 6:00 p.m.

Sunday, July 31 9:30 a.m. – 6:00 p.m.

#### **Set-up:**

Thursday, July 28 By appointment only

Friday, July 29 10:00 a.m. – 8:00 p.m. (Outdoor exhibits only)

Friday, July 29 3:00 p.m. – 8:00 p.m. (Indoor exhibits - *Makers setting up inside the Museum will be contacted separately to confirm*)

Saturday, July 30 6:30 a.m. – 9 a.m.

Sunday, July 31 7:30 a.m. – 9 a.m.

#### **Check-in:**

Thursday, July 28 By appointment only

Friday, July 29 10:00 a.m. – 8:00 p.m.

Saturday, July 30 6:30 a.m. – 6 p.m.

Sunday, July 31 7:30 a.m. – 2 p.m.

\*The Maker Check-in tent will be staffed until **6 p.m. on Saturday** and **2 p.m. on Sunday**.

We recommend that you set-up on Friday and consider attending the Maker Mixer on Friday, July 29 when planning your set-up schedule. It is scheduled from 5:00 p.m. – 7:00 p.m. Saturday and Sunday morning, please plan for heavy traffic and delays and we recommend being onsite by 7:30 a.m. Arriving early will make things easier for you and the Maker Faire Detroit Team. You will not be permitted to park overnight in any Henry Ford lots. Maker parking needs to be cleared by 8 p.m.

Maker Faire starts promptly at 9:30 a.m. on Saturday and Sunday. **Please keep traffic and parking in mind**, please plan to arrive with enough time to prep your exhibit once you arrive on-site.

All vehicles (that are not part of an exhibit) **must be off the grounds by 9 a.m. Saturday and**  
*Maker Faire Detroit – Maker Manual 2016*

**Sunday.** Vehicles will **not** be allowed to drive onto the grounds (beyond the parking lot) after 8:45 a.m. Saturday and Sunday morning.

We request Makers to be available to present during all show hours in order to provide a consistent experience for our guests.

### ***Entrance Gate & Parking***

Parking is free for Makers during set-up days and throughout Maker Faire Detroit. Friday, Makers can park in the West Lot near the Henry Ford Academy entrance where Maker Check-in will be located. Parking on Saturday and Sunday will be confirmed closer to the event.

**Guest Parking:** During Maker Faire (Saturday & Sunday only), guest parking is \$6 per vehicle. We will also offer complimentary shuttle service from the UM Dearborn Fairlane Center campus:  
[http://www.umd.umich.edu/maps\\_directions](http://www.umd.umich.edu/maps_directions).

For up-to-date freeway construction information, visit MDOT online at [www.michigan.gov/mdot](http://www.michigan.gov/mdot) or call MDOT at 800.641.MDOT (6368).

### ***Check-in, Credentials & Ticketing***

At Check-in, please identify yourself as a MAKER, your helpers are MAKER ASSISTANTS. If you have paid a fee, you are a COMMERCIAL MAKER. You are not a Sponsor or Exhibitor.

**Wristbands:** As appreciation for your efforts, you will receive enough wristbands to admit you and your pre-registered assistants, working a **minimum** of four hours at your exhibit - **limit up to 6 wristbands total per exhibit**. Wristbands provide in/out access all weekend, they are non-transferable and will not be reissued if lost or removed. Extra participants beyond what is approved will need to pay admission to the event.

**Pre-register your MAKER ASSISTANTS to receive the correct credentials by July 1<sup>st</sup>.**

To pre-register your assistants log-in to your application and add the assistants' first, last names and email address. **All assistants must be pre-registered and check-in by name at Maker Check-in the day(s) of the event for admittance.** Please make sure they know WHO registered the project (you) and your maker number. **Group leaders may not pick up wristbands for their entire group. Each maker and assistant needs to check-in to pick up their wristband.**

- Not sure who will be assisting you yet? That's OK- ***substitutions day of will be allowed, additions over the total registered will not be allowed***, so just be certain your total amount is correct when registering.
- Need more than 6 assistants for your project? Exceptions can be made depending on your circumstances, please email [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org) prior to check-in for approval.
- Different people will be assisting different days? That is OK too, just make sure to cover enough for one day, again, substitutions are allowed day of—additional assistants over the registered total are not allowed.

Maker Faire Detroit is located in Henry Ford Museum, with additional exhibits in the Maker Midway behind the Museum. All Maker Faire tickets & wristbands include admission to Henry Ford Museum & Maker Faire ONLY. Greenfield Village, Greenfield Village Rides, Ford Rouge Factory Tour, and the Giant Screen Experience all require separate admissions.

Please note, the Henry Ford is a nonprofit, educational institution. ***Paid admissions to Maker Faire are integral to the sustainability and success of not only this year's event, but the future of Maker Faire Detroit.*** Please help us keep MFD sustainable by listing only those who are *essential* to the presentation of your project as "Maker Assistants."

**Special Discount Maker Faire Detroit Tickets Available:** Each exhibiting maker can purchase  
*Maker Faire Detroit – Maker Manual 2016*

additional tickets at the member price (maximum of six tickets). These discounted tickets are available for purchase onsite only. Each project will be given one *Discounted Ticket Form* at Maker Check-in.

Credit cards (MasterCard/Visa/Discover/AMEX) and cash accepted for ticket purchases at Maker Faire Detroit with ATM's nearby.

### ***Load-in***

If your exhibit set-up materials are more than can fit on a hand cart and you are located outdoors, you can drive onto the Faire grounds and quickly unload near your assigned location. Please move your vehicle to the West parking lot on Friday and to the designated Maker parking Saturday and Sunday after unloading. This allows space for your neighboring makers to drive up and unload. **All vehicles must be cleared by 9 a.m. (30 minutes before the gates open); vehicles may re-enter after 6:30 p.m. (30 minutes after the gates close) pending security approval.**

Makers who need to work longer hours than listed must make arrangements with the Maker Faire Detroit Team. Major construction must be completed on Friday, and all final touchups must be completed by 9:00 a.m. on Saturday, July 25th. **All projects subject to approval by the Fire Marshall need to be set-up by noon on Friday, July 29.**

During load-in days, upon entering the parking lot, check-in staff will issue a Temporary Vehicle Entry Permit to all vehicles entering the grounds. This Entry Permit will require your cell phone number to be listed so we can contact you if needed. Please drive with caution when entering the outdoor exhibit area and respect those giving directions. Please do not block any entrance or park in fire lanes. Also remember to lock your vehicle.

#### **Load-in Gate Entrances:**

Staff and volunteers will be on hand to provide direction during Check-in hours.

- Thursday: by appointment only via the West Lot near Henry Ford Academy entrance
- Friday: **10 a.m. outdoor makers only**, via the West Lot near Henry Ford Academy – **indoor makers begin at 3 p.m.** in the same location
- Saturday: 6:30 a.m. Park in guest parking, then proceed to check-in at Henry Ford Academy for check-in if you haven't done so already
- Sunday: 7:30 a.m. Park in guest parking, then proceed to check-in at Henry Ford Academy for check-in if you haven't done so already. Check-in closes at 2:00 p.m., please plan accordingly.

Carts: We will have a limited number of carts to assist Makers setting up inside Henry Ford Museum. Carts in the Museum have wheels approved for use on the teak flooring and may not be removed. Please return carts once you're done using them.

Museum Load-in Door Sizes: Doors at the back of the Museum are 11ft wide x 15ft high.

Forklift: Please email [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org) to schedule a forklift and operator to assist with your load-in/load-out. We will need specific date/time/duration requirements to coordinate; we will do our best to accommodate on-site requests in the order they are received.

Complicated Exhibits: Please email [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org) for assistance. Makers who need time outside the scheduled hours must make arrangements with the Maker Faire Detroit Team in advance. You will not be permitted to park overnight in any Henry Ford lots. Maker parking area must be cleared by 8 p.m.

### ***During the Event***

Breaks: Each maker exhibit should be staffed at all times by you or a maker assistant.

Smoking: In compliance with the May 1, 2010 State of Michigan Public Smoking Ban & The Henry Ford Smoking Policy, smoking of any tobacco products (this also includes pipes, cigars, chewing tobacco, and e-cigarettes) is strictly prohibited on The Henry Ford campus.



Participants may smoke in the following areas:

- Inside their personal vehicles
- Signs and smoking urns are placed at all designated smoking areas. These rules apply to both daytime and evening hours.

Electrical: Please make note of your power usage to insure you have what you need and you will not create a problem for your fellow makers by tripping the circuit breaker. Most consumer electronic devices have a little label on them that will tell you how many watts or amps they draw. In the U.S., most power is 110 volts. As a quick reference, you can convert Watts to Amps by dividing the Watts by Volts (typically 110). Example, a 500 watt bulb requires a 4.5 amp circuit. Please notify [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org) if the power you indicated on your application increases or decreases.

Refreshments: No outside food or beverages are permitted. Special discounted food options are available for Makers, staff and volunteers inside the Employee Dining Room (accessed through Lovett Hall) on Saturday and Sunday (10:30 a.m.-4 p.m.). This space is considered a behind-the-scenes break area for staff as well. Additionally, concession stands and food trucks will be open during the event. Vendors, promoters, makers, or guests are not permitted to sell or give away food or beverage items. The Henry Ford has the exclusive right to provide all food and beverages, including the sale of alcohol. Only approved Food Makers can offer 2oz samples.

Alcohol: For the days that you are here and part of our public programming, you represent The Henry Ford. Guests think of you as an extension of our staff. We expect you to follow the same standards for professional behavior as we ask our staff. All of The Henry Ford staff and participants are prohibited from consuming alcoholic beverages while on the property of The Henry Ford.

**If you are observed consuming or displaying alcoholic beverages during operating hours, you will be asked to leave the premises and not allowed to return. Depending on the circumstances, you may lose your invitation to participate in programs at The Henry Ford. You are not permitted to bring any alcoholic beverages onto the property of The Henry Ford or property being used by The Henry Ford. Doing so would be a violation of the liquor license held by The Henry Ford. Controlled substances are also not permitted AT ANY TIME.**

Pets: For the safety and well being of our four-legged friends, please leave your pets at home. There are loud noises, many moveable parts, fire elements, and large crowds, all of which do not create a safe environment for pets. Pets are not permitted on the grounds of The Henry Ford. For those with special needs, Certified Service Dogs (12 months or older) are allowed.

Volunteers: We encourage you to spread the word about volunteering at Maker Faire! Tell your friends and family to volunteer for Maker Faire Detroit! If you know anyone who might like to volunteer please have them contact: [allstaff@thehenryford.org](mailto:allstaff@thehenryford.org) to sign up. Volunteers make a valuable contribution to the success of Maker Faire. They also receive a free Maker Faire t-shirt and a free one-day ticket to Maker Faire Detroit. We will do our best to provide Makers volunteer assistance for this fantastic group.

Janitorial Services: The cleaning crew will complete a clean sweep of the aisles after 7:00 p.m. on Saturday night. Please consolidate garbage into larger bags when possible. We do have an area for all items that need to be recycled. **Please note that the crew will not enter your exhibit area to clean on Friday or Saturday night.**

Security: Maker Faire Production will maintain 24-hour roaming perimeter security, Friday through Sunday, inside Henry Ford Museum and in the Midway exhibit area. If it is valuable, take it with you!

Weapons and Dangerous Objects: Carrying weapons or dangerous objects while visiting The Henry Ford properties is prohibited.

Emergency: In the event of a medical emergency, please notify your area staff personnel, security personnel, or anyone with a radio. They will contact the on-site security who have a direct line to the

City of Dearborn police and fire dispatch. If someone dials 911 from a cell phone, the above procedure still needs to be followed for the best possible care, as this will expedite the response of medical assistance. Please report all incidents to the Maker Faire Detroit Team.

First Aid Facilities: All of The Henry Ford Security Team members are trained in Basic First Aid and CPR. First Aid Services will be available by contacting any employee with a radio or by stopping at the First Aid station in Lovett Hall. There will be signage to direct you to First Aid.

Child Safety: Maker Faire is a family event. We appreciate your assistance in keeping Maker Faire a safe environment for the children attending the event. For safety purposes, we request that children under the age of 15 not be on the Maker Faire floor during set-up or teardown hours. During Maker Faire, if your exhibit has hazardous materials or has elements of concern, please take the time to inform parents and children of safe practices for your exhibit. If you encounter a lost or injured child please contact a member of The Henry Ford staff immediately to assist.

### ***Wrapping Up***

We ask for your commitment to display beginning Saturday at 9:30 a.m. through Sunday 6:30 p.m. If you (or someone from your group) cannot display for the duration, please reconsider participating in the event. We strive for a consistent experience for our guests both Saturday and Sunday. It can also be unsafe for Makers and guests to load-out during the middle of a crowded show. Therefore, once set-up, you will not be permitted to use equipment for the purposes of tear down or load-out until 6:30 p.m. on Sunday evening.

Tear Down: Tear Down begins after 6:00 p.m. on Sunday and vehicles will be allowed in the Midway until after 6:30 p.m. pending security approval. All exhibits must be open to the public until that time. Exhibits must be removed by 8:00 p.m. on Sunday night. **For exhibits that need to be removed on Monday, please email [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org) arrange for pickup.**

Load-Out: Vehicles will not be allowed to line up at the gates until after 6:30 p.m. on Sunday. Makers' vehicles may enter the grounds at the gates or doors assigned to each area as soon as the public is clear from the grounds. If your exhibit requires more strike time, storage, or is cued for shipping off the grounds, please email [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org) to make alternate arrangements. We thank you in advance for clearing your exhibit area completely. You will not be permitted to park overnight in any Henry Ford lots. Lots need to be cleared by 8:00 p.m.

### ***Severe Weather Plan***

In the event of severe weather that may cause unsafe conditions outdoors or you are approached by a member of The Henry Ford leadership team, please take shelter in the nearest shelter you are directed - either in the Henry Ford Museum or Lovett Hall. When you set-up be aware of the zone you are working in and where the nearest indoor entrances are for your specific zone. We appreciate your cooperation in taking direction and **QUICKLY** taking shelter.

- Please ***DO NOT*** take shelter under outdoor tents or trees, these are unsafe places to be in the event of lightening or high winds.
- **If your project is a vehicle or includes a vehicle**, please ***do not*** attempt to drive in the outdoor mid-way until you are given clearance from a member of The Henry Ford leadership team.
- If you take cover in your vehicle, please do not attempt to drive it into the outdoor mid-way until you are given clearance from a member of The Henry Ford leadership team.
- Please encourage guests to go with you as you go, but do not stop to engage them. The Henry Ford has designated team members responsible for directing guests.

## **Exhibit Set-up & Details**

**So that we are in agreement as to what you will require for your exhibit, please review the following details:**

We will provide the space, tables, chairs, power etc. as requested in your maker application. If we cannot accommodate your request, we will contact you in advance. Please plan to bring anything else that you would like to have, such as extension cords/power strips and any hardware or supplies that will help you display your project. We count on you supplying any equipment or supplies you need to make your project functional.

Exhibit details have been compiled from your application. If anything has changed with your logistical requirements, please email [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org).

**Signage:** We will fabricate a small sign for your exhibit area. Each sign includes the project name and maker name. Please feel free to make signs for your exhibit that help the attendees understand what you are making!

**Internet Connectivity:** The Henry Ford IT Staff is proud to bring you Maker Faire Detroit WiFi. There are access points spread throughout the parking lot and Henry Ford Museum. This is part of a large Cisco Unified Wireless deployment, in a configuration we hope optimizes our chances for successfully offering wireless to Makers and public alike. Our wireless access points will offer two networks:

- MakerFaire-PublicWiFi – for the general public
- MakerProtected – protected (WPA2-PSK) network for Makers - The pass code for the MakerProtected network is madeindetroit

We will organize our internet traffic so that makers using the protected MakerProtected network get priority internet access throughout the lot and inside the museum.

**We discourage independent WiFi onsite as we already have a crowded RF spectrum. We cannot guarantee consistency as it is dependent on the number of makers and guests using WiFi at any particular time during the event.**

**If your project could interfere with our wireless service, please let us know by emailing [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org) so we can accommodate you and your faire neighbors. Hardwire connections are not available.**

**Electricity:** If you provided details of your power requirements, we will work to accommodate your power requests. If we are unable to provide the amount of power you require, we will notify you in advance. Makers need to bring their own power strips, extension cords and/or surge protectors for power distribution at your exhibit. On-site power requests cannot be guaranteed. **Any excessive power will require approval.**

**Water:** If your exhibit requires any form of water, please let us know so we place you near a water source. If you did not indicate water needs during the application process or if anything has changed, please notify [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org)

**Radio Frequency:** Due to the nature of the event, we need to know if you plan to use radio frequencies and if so, what frequency and/or frequencies and the amount of power you are using so we can coordinate placement and usage. If you did not indicate radio frequency issues on your application form or if anything has changed, please notify [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org)

**Young Makers:** **NEW in 2016!** If you or members of our group are under 18, please review the checklist and waiver sent separately. **Return completed forms to [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org) by July 15<sup>th</sup>.** For the safety of our young makers, we ask that you have one adult for every 10 young makers onsite and available should we need reach them (we will approve extra credentials to meet this requirement).

## **Safety**

**Fire, Safety or Hazard Issues:** Note: The following are industry standard rules that require full compliance.

**Fire Hazard Notification & Special Permits:** As a maker, if you intend to display, operate, or use any of these items shown below, you must obtain prior approval from the Maker Faire Detroit Team. The items shown below may only be used in the outdoor exhibit area if approved.

- Heat-producing or open-flame devices, candles, lamps, etc.
- Electrical, mechanical, or chemical device deemed hazardous by the Fire Department
- Internal-combustion engines
- Flammable liquids, compressed gasses, or dangerous chemicals

If your project can be considered hazardous or a concern for the Maker Faire Safety Crew (especially fire safety), please be sure to notify us as soon as possible so that we can include these details in the Safety Plan. As part of the set-up process, we will need you to declare all hazardous materials that you have with you, as this will help in determining the best storage and overall safety concerns of such materials. **If required, submit your Fire/Safety Plan to [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org) by July 15<sup>th</sup> if you have not yet done so.**

The Dearborn Fire Marshall reserves the right to make any final decision regarding the layouts and floor plans and has the authority to close down and/or fine any exhibit not in compliance.

**Electrical Devices:** All electrical devices with three-wire supply cords shall utilize ground receptacles. All electrical extension cords must be of heavy-duty three-wire construction and have the ground prong in place. All power cords must be kept behind the display with nothing placed on top of any cords.

**Electrical/Fireproofing:** The fire department has strict regulations governing trade shows. All electrical wiring must conform to National Electrical Code Safety Rules. In addition, all draperies, decorations, and materials must be flame- proofed in accordance with local fire codes. Materials may be inspected and/or tested by the Fire Marshall at anytime.

**Hazardous Materials:** All hazardous materials must be properly disposed of. Materials such as grout, mortar, tape compound, etc. cannot be poured down the facility drains. All building materials, supplies, etc. must be taken away after teardown. The facility will not accept dumped building materials or electronic waste.

**Combustibles Kept Outside:** COMBUSTIBLE OR FLAMIBLE PROJECTS ARE NOT ALLOWED INSIDE HENRY FORD MUSEUM. Supplies must be kept in closed containers and stored in a neat and compact manner. Exhibit storage cartons and crates, combustible waste materials, empty cardboard boxes, etc. must be removed from the tent and cannot be stored behind the display wall. The Maker Faire Detroit Team will ensure that adequate janitorial and rubbish pickup service (outside of your booth) is performed daily. \*\*\*Propane and Helium will not be permitted without prior review and approval.\*\*\*

**Display Vehicles and Motorized Display Items:** **(If displayed in Henry Ford Museum)** Fuel level must not exceed ¼ tank and must be less than 3 gallons. Vehicles/items must be inspected and approved before entering the exhibit building. Before entering Henry Ford Museum, the negative battery terminal must be disconnected, and the fuel tank cap must be taped or locked.

**Safety Barricades:** If the nature of your exhibit requires safety barricades or assistance to make it safe, and you did not indicate this during the application process or if anything has changed, please notify [makerfairedetroit@thehenryford.org](mailto:makerfairedetroit@thehenryford.org)

**Exit and Aisles:** Aisles must be kept clear of all displays and equipment. Entrance and exit doors shall remain unobstructed at all times. Fire extinguishers and fire connection cabinets shall remain visible and accessible at all times.

**Safety Waiver and Wristband:** To help us produce a fun and safe environment for makers and the many attendees, the members of our Safety Team will assist in monitoring our safety program throughout Maker Faire. All guests who would like to participate in any interactive activity at Maker Faire Detroit will be asked to read and sign a safety waiver. Wristbands will be issued by color/age group to Kids (11 & under), Teens (12 thru 20), and Adults (over 21), which will allow for interactive participation. Proper identification may be requested for verification.

If your exhibit has an activity, please make certain that each attendee is wearing a safety wristband prior to joining the activity. Please direct attendees to the nearest safety waiver station or information booth to obtain a wristband.

**Insurance:** It is your responsibility to ensure the safety and security of your exhibit and its components, guests within your exhibit area, and your personnel. Reasonable precautions will be taken to protect your property, but The Henry Ford and Maker Media assumes no responsibility for any losses due to fire, theft, accident, or other causes. Your insurance company should be able to assist you with obtaining appropriate coverage.

The potential of theft and disappearance can be greatly reduced if a few simple precautions are taken:

- Please do not leave purses, laptops, cell phones, or any easily portable items unattended at any time in your exhibit area.
- Avoid leaving any small items of significant value in your booth overnight.
- If possible, cover your display with a flameproof drop cloth.
- Run wire or cable through as many items as possible and lock at night.
- Report any suspicious person or theft in the building or on the grounds immediately to the Maker Faire Detroit Team, and we will notify Security Officers and file an incident report, if applicable.
- Lock valuables in the trunk of your car, where they are not visible.
- Ask your hotel for a safe deposit box to store your valuables.
- If you are demonstrating a valuable piece of equipment, please remove it from your booth each evening.

The Henry Ford will not be held responsible for lost or damaged property at any time. You are urged to maintain full insurance coverage for loss of your property.

### **Tips for Out-of-Towner, Weather Expectations & Hotel Information**

**What to Pack:** The average climate in the Detroit area this time of year is 85° F. Please wear comfortable shoes. Be prepared with hats, sunscreen, and even chance of rain, the show must go on rain or shine!

#### ***Maker Faire Detroit Hotel Options and Rates***

##### **Full Service**

###### **Best Western Greenfield Inn**

**\$89**

3000 Enterprise Drive

Allen Park, MI 48101

313.271.1600

[www.bestwesterngreenfield.com](http://www.bestwesterngreenfield.com)

Discover old world hospitality in a one-of-a-kind, truly unique hotel, known as the pink palace, this full-service hotel offers a perfect blend of historic charm and modern-day conveniences. Enjoy our indoor pool, whirlpool, sauna, free high-speed internet, fresh-baked cookies, O'Henry's Restaurant and Squire's Pub. Complimentary shuttle to The Henry Ford. Located minutes from The Henry Ford.

###### **Doubletree by Hilton Detroit-Dearborn**

**\$105**

5801 Southfield Service Drive

Detroit, MI 48228

313.336.3340  
[www.dearborn.doubletree.com](http://www.dearborn.doubletree.com)

Distinctively designed hotel is conveniently located minutes from The Henry Ford. Enjoy the Full-service features in our Great Room, Excellent Cuisine at Grille 39, State of the Art Fitness Facility, Indoor and Outdoor Pools and the signature "Sweet Dreams" beds. Consistently a top 10 ranked hotel for Overall Guest Satisfaction

**Limited Service**

<b>Comfort Inn - Dearborn</b>	<b>\$109.99</b>
20061 Michigan Avenue	
Dearborn, MI 48124	
313.436.9600	
<a href="http://www.comfortinn.com/hotel-dearborn-michigan-MI385">http://www.comfortinn.com/hotel-dearborn-michigan-MI385</a>	

Centrally located in historic Dearborn overlooking The Henry Ford. Just minutes from Fairlane Mall. Beautiful rooms and suites. Large heated indoor pool and fitness center. All rooms have flat screen TV, refrigerator, microwave, iron and hair dryer. Complimentary: shuttle, hot breakfast, parking and high speed internet.

**\*Please call the property directly to receive the special Maker Faire rates. Space is limited.**

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**We appreciate you taking the time to read this manual and we look forward to your participation in Maker Faire Detroit!**

*Maker Faire Detroit is independently produced and operated under license from Maker Media*

### **Maker Participation Agreement**

The Edison Institute, d/b/a The Henry Ford, agrees to the participation of the person or organization identified as ("Maker"), and the Maker agrees to participate, in Maker Faire Detroit 2016 ("Maker Faire"), in accordance with terms of this Agreement. In this Agreement, "we" or "us" means, The Henry Ford, and "you" means the Maker identified above. "Exhibit" means the display and/or demonstration, and/or other activities and materials that you provide or present in the space or work area assigned to you by us at Maker Faire.

**RULES and LAWS:** You agree to comply with all applicable laws, the Maker Manual previously furnished by us to you, the Rules and Regulations set forth in this Agreement, and any other requirements and/or rules established by us in connection with Maker Faire that we give you notice of. You're responsible for obtaining any permissions required for your performance, distribution, or posting of copyrighted material; obtaining any necessary licenses and permits; and payment of all taxes (including sales and use taxes), license fees, or other charges applicable to your participation in Maker Faire Detroit. We may terminate this Agreement and/or your participation in Maker Faire Detroit if you breach this Agreement.

**LIMITATIONS ON LIABILITY - INDEMNITY:** You agree that we will not be liable in any way to you if we cancel Maker Faire Detroit. You waive any claim or potential claim against us if Maker Faire Detroit is cancelled, and release us from any resulting or related liability, cost, expense, or damage. Neither you, nor we or any of our trustees, officers, employees or agents or the City of Dearborn (referred to herein individually as a "THF Indemnified Party" and collectively as the "THF Indemnified Parties"), will be liable for lost profits or other indirect, incidental, consequential, or exemplary damages in connection with Maker Faire Detroit and/or this Agreement (but in no event shall the damages which you are obligated to indemnify the THF Indemnified Parties against pursuant to this Agreement be deemed to constitute indirect, incidental, consequential or exemplary damages), whether or not such THF Indemnified Parties or you have been advised of the possibility of such damages or lost profits. No THF Indemnified Party shall be liable to you for any damage, loss, harm, injury or death to your person, property, or business, or any of your visitors, officers, agents, or employees, resulting from theft, fire, earthquake, water, unavailability of facilities, any errors or omissions in Maker Faire Detroit-related materials, insufficient participation, accident, or any other reason in connection with Maker Faire Detroit or related activities (such as staging), except to the extent directly attributable to the willful misconduct or gross negligence of such THF Indemnified Party, subject to legal limitations on the liability of the City of Dearborn. Neither party's liability to the other in connection with Maker Faire Detroit or under this Agreement (except for your indemnity obligations) shall exceed three thousand dollars (\$3,000). You agree to indemnify and hold harmless the THF Indemnified Parties and each of them from and against any claim, cost, expense, loss, liability, or damage, including but not limited to attorney's fees, incurred by or asserted against the THF Indemnified Parties or any of them as the result of any third-party claim based on (i) your construction or maintenance of an unsafe Exhibit, and/or (ii) your (or your agent's, contractor's or employee's) negligence or willful misconduct, and/or (iii) your use or display of intellectual property, including but not limited to patents, trademarks and copyrights, and/or (iv) your material breach of this Agreement.

**RULES AND REGULATIONS –** Maker Faire is a family friendly event, so no cursing or other offensive language may be used, especially during public hours. In accordance with Michigan state laws, smoking is allowed in designated areas only and alcoholic beverages may not be carried onto The Henry Ford's premises (the "Premises") from outside sources.

**Building Regulations** – You and your agents, contractors and employees must comply with the following regulations:

- There can be no drilling of holes, attaching to, taping or painting of the floor, or any other defacement to floors or walls. When such damage occurs, the maker is solely responsible and is liable to us for the property so damaged.
- Signage and/or decorations may not be taped, nailed, tacked, stapled, or otherwise fastened to any wall, ceiling, column, stone, window, drape, floor, or painted surface in any area inside any building or on the Premises without advance permission.
- Stakes may not be inserted in the ground without our permission, as it could be costly and dangerous. There may be wire or lawn sprinklers underground that will be damaged.
- We reserve the right to restrict exhibits, displays, demonstrations, presentations, or workshops that become objectionable because of noise, method of operations, materials, safety, or any other reason.
- No food or beverage may be offered to guests or displayed as part of any exhibit, demonstration, presentation, or workshop. Food Makers need to comply with all Health Code Regulations and cannot serve samples unless we give you written permission to do so.
- No exits, fire-fighting equipment, or emergency equipment may be blocked or obstructed under any circumstances.
- Compliance with Americans with Disabilities Act (ADA) is a legal requirement for public facilities. This law became effective in January 1992. It requires access for disabled persons. A Guide to the Disability Rights Laws can be found at [www.ada.gov/cguide.pdf](http://www.ada.gov/cguide.pdf)
- Sufficient space must be provided within the booth for the comfort and safety of persons watching exhibits, demonstrations, displays, or workshops.
- Every participant, employee, agent, or contractor connected with the use of the premises shall abide by, conform to, and comply with all the laws of the United States, the State of Michigan, as well as the ordinances of the City of

Dearborn and all rules and regulations of the Police and Fire Departments of the City of Dearborn and the County of Wayne. No violation or breach of the peace is permitted. You may not endanger or harm any person, property, or the environment, including any of our property, including the parking lot, entrance ways, ticket booth areas, and other areas used by us or our employees, contractors, agents, members, or guests.

**MAKER FAIRE SAFETY TEAM:** To help THF produce a fun and safe environment for makers and the many attendees, the members of our Safety Team will assist in monitoring the safety program throughout Maker Faire. All individuals who would like to participate in any interactive activity at Maker Faire will be asked to read and sign a waiver. If your Exhibit has an activity, you must verify that each attendee is wearing a safety wristband prior to joining the activity, and if such attendee is not wearing a safety wristband, you may not permit such attendee to join such activity. Direct attendees to the nearest safety waiver station or information booth to obtain a wristband.

## **FIRE AND SAFETY**

**Fire Hazard Notification & Special Permits:** As a maker, if you intend to display, operate, or use any of these items shown below, you must obtain our prior approval. If approved, the items shown below may only be used in the outdoor exhibit area.

- Heat-producing or open-flame devices, candles, lamps, etc.
- Electrical, mechanical, or chemical device deemed hazardous by the Fire Department
- Internal-combustion engines
- Flammable liquids, compressed gasses, or dangerous chemicals

**All Maker Safety Plans must be submitted to us by July 15, 2016 – a template will be provided to Makers required to submit.** The Dearborn Fire Marshall reserves the right to make any final decision regarding layouts and floor plans and has the authority to close down and/or fine any exhibit not in compliance.

You and your agents, contractors and employees must comply with the following regulations:

- **Exit and Aisles:** Aisles must be kept clear of all displays and equipment. Entrance and exit doors shall remain unobstructed at all times. Fire extinguishers and fire connection cabinets shall remain visible and accessible at all times.
- **Electrical Devices:** All electrical devices with three-wire supply cords shall utilize ground receptacles. All electrical extension cords must be of heavy-duty three-wire construction and have the ground prong in place. All power cords must be kept behind the display with nothing placed on top of any cords.
- **Electrical/Fireproofing:** The Dearborn fire department has strict regulations governing trade shows. All electrical wiring must conform to National Electrical Code Safety Rules. In addition, all draperies, decorations, and materials must be flame- proofed in accordance with local fire codes. Materials may be inspected and/or tested by the Fire Marshall at any time.
- **Hazardous Materials:** All hazardous materials must be properly disposed of. Materials such as grout, mortar, tape compound, etc. cannot be poured down drains. All building materials, supplies, etc. must be removed from the Premises after teardown. The Premises will not accept dumped building materials or electronic waste.
- **Combustibles Kept Outside:** Additional supplies and inventory must be kept in closed containers and stored in a neat and compact manner. Exhibit storage cartons and crates, combustible waste materials, empty cardboard boxes, etc. must be removed from the Premises and cannot be stored behind the back drapes or display wall. We will ensure that standard janitorial and rubbish pickup service (outside of your booth) is performed daily.  
\*\*\*Propane and Helium will not be permitted without our prior review and approval.\*\*\*
- **Display Vehicles and Motorized Display Items: (If displayed in Henry Ford Museum)** Fuel level must not exceed ¼ tank and must be less than 3 gallons. Vehicles/items must be inspected and approved by us before entering the building. Before entering Henry Ford Museum, the negative battery terminal must be disconnected, and the fuel tank cap must be taped or locked.
- **Child Safety:** Maker Faire is a family event. We appreciate your assistance in keeping Maker Faire a safe environment for the children attending the event. For safety purposes, children under the age of 15 may not be on the Maker Faire floor during set-up or teardown hours. During Maker Faire, if your Exhibit has hazardous materials or has elements of concern, you must inform parents and children of safe practices for your Exhibit.
- **Waiver and Wristband:** All individuals who would like to participate in any interactive activity at Maker Faire must read and sign a waiver. Wristbands will be issued by color/age group to Kids and Teens (thru 18), and Adults (over 18), which will allow for interactive participation. Proper identification may be requested for verification.
- **Emergency:** In the event of a medical emergency, you must immediately notify our area staff personnel, security personnel, or anyone with a Maker Faire or The Henry Ford radio. They will contact the on-site security who have a direct line to the City of Dearborn police and fire dispatch. If someone dials 911 from a cell phone, the above procedure still needs to be followed for the best possible care, as this will expedite the response of medical assistance. You must report all incidents to The Henry Ford Security Team.
- **First Aid Facilities:** All of The Henry Ford Security Team members are trained in Basic First Aid and CPR. First Aid Services will be available by contacting any employee with a radio. There will be directions in the Maker Manual and signage to direct you to First Aid.



- **Insurance:** It is your responsibility to ensure the safety and security of your Exhibit and its components, visitors within your Exhibit area, and your personnel. We assume no responsibility for any losses due to fire, theft, accident, or other causes.

The Henry Ford will not be held responsible for lost or damaged property at any time except to the extent such loss or damage is directly attributable to the willful misconduct or gross negligence of The Henry Ford, but in any event subject to the \$3,000 limitation on damages set forth in this Agreement. You are urged to maintain full insurance coverage for loss of or damage to your property.

**MISCELLANEOUS:** This Agreement (including the Maker Manual and any accompanying Addendum) constitutes the final, complete, and exclusive agreement between you and us. This Agreement is made in consideration of the parties' mutual promises contained in it. This Agreement may only be modified by the parties' express written agreement, signed by both of them. You are not our agent, employee or partner. This Agreement will be interpreted under Michigan law. Any action to enforce this Agreement must be brought in the federal or state court located in Wayne County, Michigan, and the parties agree to the exclusive venue and jurisdiction of these courts. You are not permitted to assign or otherwise transfer your rights or obligations under this Agreement to anyone else. The Limitations on Liability section (above) of this Agreement shall survive the termination or expiration of this Agreement.

You and your Exhibit may appear in recordings of Maker Faire Detroit and related promotional or documentary materials. You unconditionally and irrevocably waive any and all rights to any images, including images of you, and/or recordings you may appear in while at Maker Faire Detroit and/or that appear in any/all related promotional or documentary materials. You acknowledge that Maker Faire Detroit, including the Exhibit(s), may be recorded in audio, visual, and/or audiovisual media by us and/or our licensees, and you consent to the making and use of such recordings by us and/or our licensees for any purpose, such uses including without limitation the transcription, modification, reproduction, public display, distribution, broadcast, and transmission in any form. You release us, and our licensees, from and waive any claims related to or arising by reason of the making and/or use of any such recordings. You grant us, and our licensees, the right to use, in connection with the promotion and production of Maker Faire, your name, likeness, and any trade name and/or logo. The provisions of this paragraph will survive termination or expiration of this Agreement.

By agreeing, you confirm that you have read this Agreement and that you understand and agree that your compliance with this Agreement is a condition of your participation in Maker Faire, and 1) if you are agreeing on behalf of yourself as an individual, you warrant and represent that you are over 18 years of age, and 2) if you are agreeing on behalf of an entity, that you are fully authorized to execute this Agreement on behalf of the entity.